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EDUCATIONAL POLICIES COMMITTEE MINUTES

6 February 2020

A meeting of the Educational Policies Committee was held on 6 February 2020 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Paul Barr, Chair, Provost's Office
Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
Timothy Taylor, College of Engineering
Cathy Bullock, College of Humanities and Social Sciences
Dan Coster, College of Science
Michelle Fleck, USU Eastern
Michele Hillard, Secretary
Chenese Boyle, Academic and Instructional Services
David Hole, College of Agriculture and Applied Sciences
Lee Rickords, General Education Subcommittee Chair
Robert Heaton, University Libraries
Robyn Peterson, Catalog Editor
Renee Galliher, Academic Standards Chair
Fran Hopkin, Registrar's Office
Adam Gleed, Registrar's Office
Richard Inouye, Graduate Council
Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources
Kim Hales for Shana Geffeney, Statewide Campuses

Absent: Jared Fry, Graduate Studies Senator
Christa Haring-Biel, Emma Eccles Jones College of Education and Human Services
Dexton Lake, USUSA Executive Vice President
Sterling Bone, Jon M. Huntsman School of Business
Sami Ahmed, President USUSA

Guests: Grayson Layton, Jessica Hansen

I. *Approval of 9 January 2020 Minutes*

Motion to approve the January 9, 2020 minutes made by Karen Mock. Seconded by Dan Coster. Minutes approved as distributed.

II. *Subcommittee Reports*

a. *Curriculum Subcommittee (Nicholas Morrison)*

Motion to approve the Curriculum Subcommittee report made by Renee Galliher. Seconded by Timothy Taylor. Report approved.

Course Approvals - 63

Program Proposals

Request from the Department of Aviation, Career and Technical Education to [create a Cybersecurity emphasis in the Technology Systems Bachelor of Science degree.](#)

b. Academic Standards Subcommittee (Renee Galliher)

Minutes – No January meeting. Nothing to report.

c. General Education Subcommittee (Lee Rickords)

Motion to approve the General Education Subcommittee made by Nicholas Morrison.

Seconded by Dan Coster. Report approved.

Minutes – January 21, 2020 (Electronic vote on designation no minutes)

III. Other Business

Course and Program Approval Timeline – Fran Hopkin

Confusion of deadlines has brought about this item for discussion. All deadlines have been looked at, not just certain requests. Align the input/deadlines for Banner and the catalog. Align the deadlines based on the different requirements from federal, state and university policies. See proposed approval timeline. Implement timeline for the 2020-2021 AY.

Changing Program Requirements, R401 Process and Accreditation – Michael Torrens
Michael Torrens discussed the issues with these types of changes. Certain colleges/departments are making changes to their graduation requirements. Students would be grandfathered in on the catalog/courses they began with. This should take affect now since it affects graduation and accreditation. Can we use the 2.1 Curriculog catalog change process instead of submitting new R401s? Individual program changes cannot just be made by the departments or colleges. When a student enrolls there is 100% transparency for him/her all the way up through graduation. This is a contract between the student and the university. If the contract needs to be changed, you cannot without letting the student grandfather in under the contract. These issues require oversight by the EPC committee. What role does the EPC committee have in this process and how do we bring these items forward? Source of accountability for changes that come forward. No definitions have been developed regarding changes and when do we do R401s vs. just catalog changes. One route is to bring them through the catalog change in Curriculog and then have the EPC Committee review as a governing body. Work on the language that would keep us in line with accreditation. Graduation requirements could be R401 and entrance requirement could be a 2.1 catalog change. Programs should examine their input and output. Continue discussions.

EPC/Curriculum Subcommittee meetings held during Spring break

Motion to move the March 5 EPC Committee meeting to February 27 made by David Hole. Seconded by Lee Rickords. Date of meeting changed.

Adjourn: 3:57 pm

EDUCATIONAL POLICIES COMMITTEE MINUTES

9 January 2020

A meeting of the Educational Policies Committee was held on 9 January 2020 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Paul Barr, Chair, Provost's Office
Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
Timothy Taylor, College of Engineering
Cathy Bullock, College of Humanities and Social Sciences
Dan Coster, College of Science
Michelle Fleck, USU Eastern
Michele Hillard, Secretary
Chenese Boyle, Academic and Instructional Services
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Sterling Bone, Jon M. Huntsman School of Business
Renee Galliher, Academic Standards Chair
Fran Hopkin, Registrar's Office
Adam Gleed, Registrar's Office
Richard Inouye, Graduate Council
Sami Ahmed, President USUSA
Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources

Absent: Jared Fry, Graduate Studies Senator
Shana Geffeney, Statewide Campuses

Guests: N/A

I. *Approval of 5 December 2019 Minutes*

Motion to approve the 5 December 2019 minutes made by Sterling Bone. Seconded by David Hole. Minutes approved as distributed.

II. *Subcommittee Reports*

a. *Curriculum Subcommittee (Nicholas Morrison)*

Motion to approve the Curriculum Subcommittee report made by Nicholas Morrison. Seconded by Dan Coster. Report approved.

Course Approvals - 154

Program Proposals

Request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences requests approval to offer a [Minor in Community-Based Education](#).

Request from the Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services to suspend the [Sports Medicine Specialization in the Health and Human Movement Master of Science program](#).

Request from the Departments of History and Political Science in the College of Humanities and Social Sciences to create a [Certificate of Proficiency in Global Peacebuilding](#).

Request from the Department of Biology in the College of Science requests approval to add a [Human Biology Emphasis to the existing Bachelor of Arts degree in Biology](#).

b. Academic Standards Subcommittee (Renee Galliher)

Minutes – No December meeting to report

c. General Education Subcommittee (Lee Rickords)

Motion to approve the General Education Subcommittee made by Lee Rickords.

Seconded by Nicholas Morrison. Report approved.

Minutes – [December 17, 2019](#)

III. Other Business

Curriculog shutdown will begin on March 18 and will be brought back online the first of July. We will look at ways to minimize the shutdown length or see what can be done to assist colleges/departments in moving their programs and courses forward.

From this point forward each R401 will need a curriculum complexity analysis. Will also be discussing CIP codes and R401 proposals. This can cause problems with student VISAs due to the incorrect codes. This also poses a problem for USU's Carnegie Research status, since STEM PhDs are weighted more heavily than non-STEM degrees in the R-1 calculation. Adam Gleed would run report and get with the Academic Dean/Associate Dean and have them work on cleaning up the CIP codes for their programs.

Strategic Management and Enrollment Plan – Looking at the retention of existing students. Developing ways of working with students to retain them up through graduation. One initiative is to look at curriculum complexity. We will now be requiring all R401s and R411s to include a curricular complexity map. Curricular complexity came from strategic enrollment planning. In developing the plan there was a steering committee and subcommittees that could present action plans to help enrollment management at USU. When identifying factors that placed stumbling blocks in the students' way one big problem is the complexity of the curriculum. USU is utilizing a curriculum complexity shareware program that came out of the University of New Mexico. This is an open website that anyone can use.

Adjourn: 3:48 pm

College of Agriculture and Applied Sciences - Aviation, Career and Technical Education

4.1.a R401 Abbreviated Program Proposal

Proposal Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

Contact Information

Edward Reeve: Interim Vice Provost (797-0718)

Step 1: Turn on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

Step 2: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include
all cross listed
colleges)*

College of Agriculture and Applied Sciences

DEPARTMENT
(include all cross
listed
departments)*

Aviation, Career and Technical Education

Current Title (if
applicable)

Proposed Title Cybersecurity Emphasis in Technology Systems BS degree

Step 3: Enter the Correct CIP Code Using the Following Website:

Classification Instructional Programs

CIP Code (6-digits) * 111003	
Minimum Number of Credits (if applicable) * 120	Maximum Number of Credits (if applicable) * 120
Type of Degree: (BA, BS, etc.) * BS	

Request

Step 4: Select the Type of Change Being Requested.

New Programs:	<input type="checkbox"/> New Certificates of Proficiency (except Institutional Certificates of Proficiency) <input type="checkbox"/> New Certificates of Completion <input type="checkbox"/> New Post-Baccalaureate and Post-Masters Certificates <input type="checkbox"/> New Minors <input checked="" type="checkbox"/> New Emphases within an Approved Degree <input type="checkbox"/> New K-12 Endorsements <input type="checkbox"/> Other
Existing Program Changes:	<input type="checkbox"/> Program Transfer <input type="checkbox"/> Program Restructure <input type="checkbox"/> Program Consolidation <input type="checkbox"/> Program Suspension <input type="checkbox"/> Program Discontinuation <input type="checkbox"/> Program Name Change <input type="checkbox"/> Out-of-Service Area Delivery of a Program <input type="checkbox"/> Reinstatement of a Previously Suspended Program <input type="checkbox"/> Other
Administrative Unit Changes:	<input type="checkbox"/> New Administrative Units <input type="checkbox"/> Administrative Unit Transfer <input type="checkbox"/> Administrative Unit Restructure <input type="checkbox"/> Administrative Unit Consolidation <input type="checkbox"/> Reinstatement of Previously Suspended Administrative Units <input type="checkbox"/> Other
Creation of Non-Administrative	<input type="checkbox"/> New Center

- Units:** ☐ New Institute
☐ New Bureau
☐ Other

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* ☐ Yes
☒ No

Council on Teacher Education* ☐ Yes
☒ No

Section I: The Request

R401 Purpose* The purpose of this proposal is to create a Cybersecurity emphasis in the Technology Systems BS degree. The skills offered in this emphasis are needed for a relevant workforce that meets the demands of the department's regional industry partners.

Section II: Program Proposal

Proposed Action & Rationale* This proposal creates a Cybersecurity emphasis in the Technology Systems BS degree. Due to the growth in the field, as identified by the department's industry partners and the Department of Workforce Service (DWS), this proposal includes the development of five three-credit courses that will provide a capstone for students seeking technical careers in this field.

Labor Market Demand (if applicable) The industry and educational partners in the Technology Systems advisory council have indicated a strong need for providing this emphasis. The department of Workforce Services in Northern Utah reports that in the past six months 1,078 related jobs were posted. Workforce Services is also projecting a 4% (est. 5720 people) increase in the workforce demand in the area of quality and reliability by 2026.

Consistency with Institutional Mission & Institutional Impact* As a land grant institution, the mission of Utah State University is to serve the public through learning, discovery, and engagement. This new emphasis will provide students with the opportunity to learn valuable skills relevant to the needs of industry throughout the region and state; thus, allowing the students to engage with the industry in preparation to enter the workforce.

Finances* The courses for this emphasis will be taught using current faculty resources. A Strategic Workforce Initiative grant has laid the foundation for this current project.

Program integration and development will be provided through existing resources at USU. In the partnership with Bridgerland Technical College initiated through the previously mentioned SWI grant, these courses will be aligned with Bridgerland Technical College's advanced Cybersecurity certificate program. Additionally, industry partners are committed to assist students by providing internship and work experience while pursuing the degree.

Section III: Curriculum (if applicable)

**Program
Curriculum
Narrative**

This emphasis will follow the existing prescribed coursework for the Technology Systems degree, with this new emphasis requiring the following five courses:


TESY4810 - Kali Linux Essentials (3)

TESY4820 – Penetration Testing (3)

TESY4830 - Network Traffic Analysis (3)


TESY4840 – Cybersecurity Analysis and Forensics (3)

TESY4850 – Advanced Python (3)

Step 5: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

Step 6: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

COURSE AND PROGRAM APPROVAL TIMELINE

PROPOSED

CHANGES MADE IN BANNER, GENERAL CATALOG, AND DEGREE WORKS FOLLOWING
EPC APPROVAL (OR BOARD OF TRUSTEES IF APPLICABLE)

COURSES ONCE A YEAR

COURSE CHANGES THAT MAY BE MADE ONCE A YEAR WITH
PUBLICATION OF THE NEW CATALOG
APPROVED BY **FEBRUARY** EPC

Course prefix change

Course number change

Addition/Deletion of a prerequisite or
restriction

Credit hour change

Course title change

Inactivation/Deletion of a course

Addition/Deletion of a co-requisite

Pass/Fail designation change

Addition/Deletion of a General
Education/University Studies designation

COURSES TWICE A YEAR

APPROVED BY **OCTOBER** EPC FOR SPRING UPDATES

APPROVED BY **FEBRUARY** EPC FOR SUMMER/FALL UPDATES

Addition of new course

Course description change

Repeatable for credit status

Addition/Deletion of a dual/cross listed
course

Reactivation of a course

PROGRAMS

ONCE A YEAR

CHANGES THAT MAY BE MADE ONCE A YEAR WITH
PUBLICATION OF THE NEW CATALOG
CURRICULOG PROPOSAL DUE BY MARCH 1

Existing program requirement changes

Discontinue/Suspend program*

Program Name changes*

UPON FINAL APPROVAL

CHANGES MAY BE MADE TO THE CATALOG AND
DEGREE WORKS UPON PROVOST OFFICE FINAL APPROVAL
CURRICULOG PROPOSAL REQUIRED

New Programs and New Emphases*

CHANGED AS NEEDED

Catalog page changes that do not affect
program requirements

Catalog faculty list updates

*NEW PROGRAMS, NEW EMPHASES, AND PROGRAM NAME CHANGES
MUST BE APPROVED BY EPC AND BOARD OF TRUSTEES, WITH
PROVOST OFFICE R401 FINAL APPROVAL